

**1. Discussion Objective:**

**Work Session Date: February 7, 2011**

Discussion of Town Contracts, Requests for Proposals, Invitations to Bid, and Requests for Qualifications



**2. Submitter of Information:**

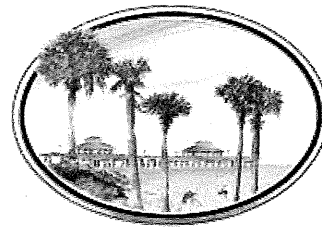
☐ Council  
☒ Town Staff  
☐ Town Attorney

**3. Estimated Time for this item: 30 minutes**


**5. Background:**

Through Agenda Management, Town Council has requested a review of the current contracts and agreements for discussion at this Work Session. Staff has conducted the review, and brought this item forward. Please see attached memo from the Town Clerk outlining the methods of procurement and the accompanying spreadsheet of the Town's contracts and agreements.

Town Manager	Town Attorney	Finance Director	Public Works Director	Community Development Director	Cultural Resources Director	Town Clerk
						



TO: Terry Stewart, Town Manager

FROM: Michelle Mahyer, Town Clerk 

DATE: January 31, 2011

SUBJECT: RFP Proposals: Format and Schedule

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Staff has completed a review of the Town contracts to determine the current status and availability for renewals. A database has been established which will track and monitor current and future contracted agreements.

The following methods of procurement are used in the event a re-bid is needed; Request for Proposals (RFP), Request for Qualifications (RFQ), and Invitation to Bid (ITB). The term "bid" is often used to refer to any and all of the procurement methods, however an ITB is only used when the specifications are well defined and award is primarily based on cost. An ITB is always awarded to the lowest responsive/responsible bidder. A RFP is used when the specifications are less defined, usually a general scope of services is provided and vendors are solicited to provide their technical and cost proposals. Award of a RFP is not always to the best cost proposal, but a combination of experience, qualifications, proposed technique, and cost. A RFQ is a qualifications based solicitation where the initial selection is based on qualifications and experience and, upon selection, a contract is negotiated with the top ranked firm. This method is used in the selection of Architects and Engineers in accordance with F.S. 287.055 Consultants Competitive Negotiation Act (CCNA). The continuing miscellaneous engineering services contracts on the attached spreadsheet were solicited with this method.

The contracts listed on the attached spreadsheet were further divided into two categories, "continuing" and "project specific".

- **Continuing** contracts, often referred to as term or annual contracts, are typically used for the procurement of a service or commodity for a specific unit price, over a specific period of time. Tracking the expiration of contracts is important in that, beyond the expiration date, the vendor is not obligated to extend the contract pricing, and renewal or re-bidding allows the Town an opportunity to negotiate better terms or test the market for a better provider.
- **Project Specific** contracts usually have beginning and end dates associated with the projects. Construction projects typically start on the date a Notice to Proceed (NTP) is issued and end upon completion of the work. Commodity purchases specify delivery so many days after receipt of order (ARO) or end on delivery and acceptance of the order.

Some of the contracts on the attached list may be renewed at the same terms and conditions and others may require re-bid or re-negotiation of the terms.

**Misc. Engineering Services**

Type	Company	Project/Purpose	Renewal Options Available	Re-Bid
Continuing	<b>AECOM USA Inc formerly Boyle Engineering Corp</b>	Continuing Misc Engineering Services	No	Yes
Continuing	<b>Camp, Dresser &amp; McKee</b>	Continuing Misc Engineering Services	No	Yes
Continuing	<b>Coastal Engineering Consultants Inc.</b>	Continuing Misc Engineering Services	No	Yes
Continuing	<b>David M Jones</b>	Continuing Misc Engineering Services	No	Yes
Continuing	<b>Dryer Riddle Mills &amp; Precourt</b>	Continuing Misc Engineering Services	No	Yes
Continuing	<b>Environmental Consulting &amp; Technology Inc.</b>	Continuing Misc Engineering Services	No	Yes
Continuing	<b>Hans Wilson &amp; Associates, Inc.</b>	Continuing Misc Engineering Services	No	Yes
Continuing	<b>McMahon Associates</b>	Continuing Misc Engineering Services	No	Yes
Continuing	<b>RWA, Inc</b>	Continuing Misc Engineering Services	No	Yes

**Continuing Contracts**

Type	Company	Project/Purpose	Renewal Options Available	Re-Bid
continuing	Central Parking Systems of Florida, Inc.	Management and Operation of Parking Program	Yes	No
continuing	Civic Plus	Website Design Redevelopment	Yes	No
continuing	Cleaning Frenzy	Mound House/Newton Park Cleaning	No	Yes
continuing	Conidaris/A. Storage	Equipment storage	Yes	No
continuing	CRW Systems, Inc.	TRACKIT Community Development software	Yes	No
continuing	Emergency Communications Network Inc (CODE RED)	CodeRED Services	Yes	No
continuing	ESRI	ArcView Software Application (GIS)	Yes	No
continuing	Estero Bay Hotel Company (dba Matanzas Inn)	Upland Services Municipal Anchorage	Yes	No
continuing	First Data	Lease of CC Machine for the Harborage	Yes	No
continuing	First States Investors 5000A, LLC	Lease Agreement for FMB Town Hall	Yes	No
continuing	Fowler White Boggs	Legal services for the Town	Yes	No
continuing	Frank's Ice	Concession services at FMB Pool	Yes	No
continuing	Heulett	Indoor Pest Control @ MH and Newton	Yes	No
continuing	JM Todd	Copier Maintenance	No	Yes
continuing	JSM Services Inc.	Athletic Field Maintenance	Yes	No
continuing	Larson Allen	Auditing Services	No	Yes
continuing	Madden, Joseph	Hearing Examiner, Special Magistrate	Yes	No
continuing	Metro Power Systems	Emergency Generators, start-up and preventative maintenance.	No	Yes
continuing	Municipal Code Corp	Codification of Town Ordinances	No	No
continuing	Orkin	MH Termite Treatment	Yes	No
continuing	Peebles, William	Lobbyist/consultant	No	Yes
continuing	Scotts Lawn Service	Outdoor Pest Control MH & Newton	Yes	No
continuing	Softrim	IT Support	Yes	No
continuing	Spikowski Planning Associates	Update code, zoning maps, admendments, etc.	No	Yes
continuing	T-3 Communications	Internet services	No	Yes
continuing	Terry Stewart	Employment Agreement	Yes	No
continuing	Town Transcriber	Transcribing Meeting Minutes	Yes	No
continuing	Woodard & Curran Inc.	Operation and Maint of TFMB water storage, trans, & distribution system	Yes	No

**Current Projects**

Type	Company	Project/Purpose	Renewal Options Available	Re-Bid
project specific	Boyle Engineering	N. Estero Blvd Water Distribution System Improvements		
project specific	Camp Dresser & McKee, Inc.	Prepation of a Stormwater Master Plan		
project specific	EDAW, Inc.	MH Landsape Master Plan		
project specific	Environmental Consulting & Technology Inc.	Estero Blvd Feasibility Study & Estero Island Transit Improvement Project		
project specific	Environmental Consulting & Technology Inc.	Planning & Design of a Basin Based Neighborhood Flood Mitigation & Stormwarer Quality Improvements Project		
project specific	Nabors Giblin	Utility restructuring/refinancing		
project specific	RBC Capital Markets	Bond Issue		
project specific	Renker Eich Parks Architects	Professional Services for William H. Case House Restoration		
project specific	Southwest Utility Systems Inc	N Estero Blvd Drainage Improvements		
project specific	Southwest Utility Systems Inc	Mill & Overlay of Various Town Roadways		
project specific	Tomasello Consulting Engineers Inc	FEMA Flood Ins. Restudy Review		
project specific	Wright Construction	MH Landscaping		